



**Memorandum of Understanding for  
Management of Lockers in WO  
Headquarters  
09/08/14**



The following constitutes a Memorandum of Understanding (MOU) between the United States Forest Service, hereafter referred to as "management" and the National Federation of Federal Employees, Forest Service Council, hereafter referred to as "Union." Management and the Union hereafter are referred to as the "parties." The provisions of this MOU apply to Bargaining Unit Employees located in the Washington Metropolitan DC area.

The parties agree to the following:

- I. **Scope:** The provisions of this MOU apply to Bargaining Unit Employees in the Washington, DC metropolitan area, Forest Service Headquarters Building. These Bargaining Units are represented by Locals 1919, 2196, 2197, 2200, 5300, and the Enterprise Program Bargaining Unit. The parties agree that the scope of this MOU will be limited to Bargaining Unit Employees in the Washington DC Metropolitan area Forest Service Headquarters Building only. If at any point there is a desire or need to expand the scope, a separate MOU will be negotiated prior to implementation.
- II. **Introduction:** The WO Headquarters, known as the Yates Building, has recently been renovated. Storage space is at a premium in the new building design. As part of the design, 216 cabinets (to be fitted with hardware to accommodate personal locks) were installed on Floors 1-4. Similar lockers were installed in the Promenade (basement) bathrooms near the showers. In addition, desks fall into 4 major designs, some of which provide no storage space or storage space, but no wardrobe for outer wear.  

All wardrobes and pedestals may be locked. The WO-AQM Facilities group has a master set of keys. The parties have agreed on how the lockers will be managed and what the criteria would be to have an assigned locker.
- III. **Principles:** The parties share a common interest to ensure respectful and equitable sharing of amenities available in and around the building, including the management of lockers.
- IV. **Guidelines:** Assignment of lockers within the WO Headquarters will comply with the process and meet the criteria laid out in **Section V Specifics Regarding the Management and Assignment of Lockers** and will be in compliance with the negotiated collective bargaining agreement known as the Master Agreement.
- V. **Specifics Regarding the Management and Assignment of Lockers:** The responsibility for the management and assignment of lockers in the WO Headquarters is laid out below:

The lockers in the shower are for short-term, day use only and not permanently assigned to facilitate the sharing of the locker room space. They are intended for use during exercise, showering and dressing periods. Longer term needs may be accommodated through a longer term locker assigned outside the shower room.

The parties agree:

- A. Priority for lockers are given to employees who telework greater than 80% of the time and have no assigned workspace.
- B. Five on each floor will be reserved for short-term use by detailers who are using touchdown (telework) stations and have no storage readily available. Locks will be maintained by the WO-AQM Facilities group to sign out for use with these reservation lockers.

## MOU-Management of Lockers for WO Headquarters

- C. Some employees may have a business case for the assignment of a locker related to a job requirement. In these cases, a locker may be assigned upon request and with an adequate business case. The decision on these requests will be made by AQM Facility Manager.
- D. Employees provide their own locks, with the exception of those meeting the criteria in Item B above, to secure the lockers. If any employee's status changes, they leave the WO area, the FS, or change their telework agreement so they no longer telework more than 80% of the time, the need to notify the WO-AQM Facilities group that they are "turning back" the locker for reallocation.
- E. It's possible that lockers may not be in the immediate area, or even on the same floor, as the employee to which they are assigned. Assignment of lockers depends on priority and demand. However, management is willing to accommodate swapping of lockers if agreed upon by both employees involved. Trades are the responsibility of the employees to initiate.
- F. Lockers can be reserved in the following manner:
  - 1. Assigned lockers will be requested by submitting a request to AQM Facilities. A list of employees who have assigned lockers will be maintained by AQM.
  - 2. Temporary lockers will be requested by using the conference room reservation system. Lockers may be reserved up to a maximum of 30 days via the reservation system.
- G. Employees are encouraged to put their contact information on their lock in the event they need to be contacted. If a locker is being used that has not been properly reserved and the owner cannot be identified, Management and the Union will work with AQM to remove the lock and remove the locker contents. Content will be stored by AQM for 15 days; efforts will be made to locate ownership. If ownership is not determine contents will be disposed of at the end of the 15 day period.
- H. The janitorial service will not clean the inside of the lockers. Employees should wipe clean the inside of the locker when they remove their contents.

- VI. **Communication and Transparency:** This MOU will be distributed to WO Staffs by a jointly-agreed communication to All WO Employees, posted in the appropriate place on our web pages, and distributed periodically to all managers and employees.
- VII. **Master Agreement:** No terms or any part of the MOU may override or conflict with the Master Agreement between NFFE and the FS.
- VIII. **No Modifications Allowed:** Modification of these procedures by sub-units is not authorized.
- IX. **Duration:** The terms and conditions of this MOU shall be effective upon the date of signing. If either party wishes to modify its terms, written notification of a desire to reopen it must be provided to the other party per Article 11 of the Master Agreement. This MOU may be terminated by mutual agreement of the parties.

*/s/ Lenise Lago*  
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*/s/ Debra A. Kaufman*  
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